

North Carolina Department of Health and Human Services
Division of Social Services

Economic Independence Section • 325 North Salisbury Street
2420 Mail Service Center • Raleigh, North Carolina 27699-2420
Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director
(919) 733-3055

August 11, 2004

**Re: Direct Certification for School Lunch
Program**

Dear County Director of Social Services:

Attention: Food Stamp Supervisors and Program Administrators

The Performance Reporting and Automation Unit provides information to school systems regarding children's eligibility for free or reduced price lunches because of the family's receipt of Food Stamp or Work First benefits. The direct certification of children for the school lunch program has eliminated work for county Department of Social Services (DSS) offices to provide written verification of a family's Food Stamp or Work First case status to the school system on an individual basis.

A standard file format has been established due to the high volume of participation, and we can provide an electronic file listing unduplicated data regarding children receiving Food Stamps and/or Work First.

The fields included in the file are child's name, birth date, social security number, household address, name of casehead, and case ID. This file is in alpha order by child's name and is generally produced for each county during the month of July and sent to the contact person in the Child Nutrition Office of the local school system. We will only produce one file per school system per year, and a follow-up list if deemed necessary.

Please inform your local School Child Nutrition Office of the availability of this data. If you have questions regarding this process, please contact Paula Brown of my staff by e-mail at Paula.Brown@ncmail.net or by phone at (919) 733-4530.

Sincerely,



Hank Bowers, Chief
Performance Reporting and Automation

HB/pb

PM-PRA-06-2004